

Brooklyn Historical Society

Map/Atlas Original Cataloging Manual

Contents:

- I. Cataloging Mission Statement
- II. General Policies
- III. Guide to select MARC fields
- IV. Links to cataloging resources

Note:

This manual does not provide comprehensive cataloging instruction. It describes BHS's general map cataloging practices as well as formatting of select MARC fields, particularly those unique to map cataloging. Questions not answered by this manual should be referred to the following sources: Cartographic materials: a manual of interpretation for AACR2 (CM), AACR2, LCRIs, and OCLC's Bibliographic Formats and Standards.

Acknowledgements:

Significant portions of this manual were taken from:

1. Yale University's Map Cataloging Manual, available at:
http://www.library.yale.edu/BeinCatM/map_cataloging.html;
2. OCLC's Bibliographic Formats and Standards, available at:
<http://www.oclc.org/bibformats/en/default.shtm>
3. Cartographic materials : a manual of interpretation for AACR2, 2002 Revision / Elizabeth U. Mangan, editor. 2nd ed. Chicago : American Library Association, 2003.

I. CATALOGING MISSION STATEMENT

The purpose of map cataloging will be to create bibliographic records that aid patrons in discovering BHS's cartographic resources. Since these records will often serve as the first discovery point for patrons, they must faithfully, accurately, and thoroughly describe BHS materials. In order to ensure a high level of quality, these records will be created in accordance with national standards, such as AACR2, MARC21, LCRIs, and CM.

II. GENERAL POLICIES

This section provides a brief overview of BHS copy cataloging policies as of 10/6/10. For more specific cataloging policy decisions, see "BHS Map Cataloging Policy Decisions," located in the Map Cataloging Folder on the P Drive.

"Err on the side of access"

While BHS catalogers will try to follow national standards and best practices as often as possible, situations arise in which we must balance standardization with patron needs. In these cases, catalogers should "err on the side of access," unless doing so would grossly violate a national standard. Many of the policies outlined in "BHS Map Cataloging Policy Decisions" were based on the "err on the side of access" principle.

The following BHS policy decision illustrates how the "err on the side of access" principle is applied in practice:

Policy Decision – May 25, 2010

When working with Brooklyn maps of specific neighborhoods, include a 651 for the neighborhood (if established in LC) AND a separate 651 for Brooklyn.

Ex. 245 Map of Sunset Park.

651 0 Sunset Park (New York, N.Y.) †v Maps.

651 0 Brooklyn (New York, N.Y.) †v Maps.

The reasoning behind this policy decision was that if subject access was only provided for Sunset Park, there would be no access point for Brooklyn. In this case, since the authority for Sunset Park was qualified by New York and not for Brooklyn, it was decided that separate subject access for Brooklyn would be used.

Fields to include

The following chart shows the fields that should always be included in a map record, if applicable. Add if missing from the imported record.

007	Coded Physical Description (compliments field 300)
008	Fixed Fields
034	Coded Cartographic Mathematical Data (compliments field 255)
040	Cataloging Source of Bibliographic Record
043	Geographic Area Code
052	Geographic Classification
1xx	Author main entry (if applicable)
245	Title
246	Variant titles (if applicable)
255	Statement of Scale
260	Statement of Publication, Distribution, etc.
300	Physical Description
500	Notes
651	Geographic Subject Heading
650	Subject Heading (if applicable)
7xx	Added entry (if applicable)

Atlases – Map records vs. Monograph records

Regarding records for atlases, BHS prefers that the copy cataloger choose map records over monograph records. However, if no map record exists for an atlas and an LC monograph record is found, use the monograph record. If no map record or LC monograph record is found, create an original map record.

II. SELECT MARC FIELDS

Fixed Fields

In the Header, "Type of Record" should be **e: Printed cartographic material**. This applies both for maps and for atlases (if using a map record for an atlas as opposed to a monograph record. Do not use **e: Printed cartographic material** for atlases that are cataloged as monographs).

Variable Data Fields

In the 007, Physical Description Field (listed as a Fixed Field but appears in the record with variables), the "Map" selection should be applied, with the "Specific Material Designation" coded **j: map**. The remainder of the fields are *usually* coded as follows:

Color = | : No attempt to code

Physical Medium = usually coded **a: Paper**

Type of Reproduction = code **n: Not applicable**

Production/Reproduction Detail = code **z: Other**

Positive/Negative Aspect = code **n: Not applicable**

In the 008 field, always note relief description, if applicable. Examples of relief can be found between pages 7-6 and 7-7 of CM.

The coding for relief is as follows:

- a Contours.** Relief is represented by contours.
- b Shading.** Relief is represented by shading, usually of a single color.
- c Gradient and bathymetric tints.** Relief is represented by gradient and bathymetric tints.
- d Hachures.** Relief is represented by hachures, short lines which follow the direction of maximum slope.
- e Bathymetry, soundings.** Underwater relief (depth) on the item is represented by soundings or spot heights.
- f Form lines.** Relief is represented by form lines.
- g Spot heights.** Relief is represented by spot heights.
- i Pictorially.** Land forms and other topographic features are represented in the correct planimetric position by pictorial symbols representing their appearance from a high oblique view.
- j Land forms.** Relief is represented by land forms.
- k Bathymetry, isolines.** Underwater relief (depth) is represented by isolines, lines representing constant depth.
- m Rock drawings.** Item is a relief rock drawing.
- z Other.** None of the other codes is appropriate.

034 - Coded Cartographic Mathematical Data

This field contains cartographic mathematical data, including scale, projection, and/or coordinates in coded form. Field 034 is based on information from field 255 (Cartographic Mathematical Data). Scale and coordinates are recorded in the bibliographic record in two places: in the 034 and the 255 field.

For explicit instructions in how to calculate scale, see Chapter 3: Mathematical and Other Material Specific Details of *Cartographic Materials* and Appendix B "Guidelines to Determine Scale & Coordinates."

Scale - enter scale given in 255 without spaces or commas.

Coordinates - enter in decimal degrees

For no scale:

034 0 ‡a a

255 ‡a Scale not given.

For estimated scale:

034 1 ‡a a ‡b 590000 ‡d -110.000000 ‡e -053.000000 ‡f 042.000000 ‡g 003.000000

255 ‡a Scale [ca. 1:590,000] ‡c (W 110°0'0"--W 53°0'0"/N 42°0'0"--N 3°0'0").

043 - Geographic Area Code

Contains the geographic area code, which is an aid to a subject approach to the item. It provides a hierarchical breakdown of geographical and/or political entities.

Base your code selection on geographic names and/or subdivisions in 6xx subject added entry and index term fields. Enter codes in order of importance, usually the same order as the geographic names and/or subdivisions in the 6xx fields.

Each geographic area code has seven character positions, which use lowercase letters or hyphens. All seven positions must be filled or the field will fail validation; complete any unfilled character positions with hyphens so the entry is seven characters long.

Record multiple geographic areas in the 043 by repeating ‡a. Do not use ‡b or create separate 043s.

See *MARC Code List for Geographic Areas* (<http://www.loc.gov/marc/geoareas/>).

For New York State:

043 ‡a n-us-ny

For New York State and New Jersey:

043 ‡a n-us-ny ‡a n-us-nj

052 – Geographic Classification

A geographic classification code that represents the geographic area and, if applicable, the geographic sub-area covered by the item. The code provides more precise geographic access than the codes contained in field 043. Use separate 052 fields for each geographic area code and any related sub-area codes associated with the item.

The 052 will be composed of two subfields: ‡a and ‡b.

‡a Geographic classification area code

To derive the area code, drop the letter *G* from the LC class number found in the *Library of Congress Classification—Class G*.

‡b Geographic classification sub-area code

A geographic or geopolitical sub-area code related to the geographic area coded in subfield ‡a. These codes are located in the black binder in the print room.

Ex. Coney Island

043 ‡a 3804 ‡b N4:C67

Ex. Park Slope and Brooklyn Heights

043 ‡a 3804 ‡b N4:2P2 ‡b N4:2B738

255 - Cartographic Mathematical Data

This field contains mathematical data associated with cartographic material, including a statement of scale, statement of projection and/or a statement of bounding coordinates.

255 ‡a Scale 1:7,500,000 ‡c (W 76°30'0"--W 75°54'0"/N 37°03'0"--N 36°18'0").

- 255 ‡a Scale [ca. 1:16,000,000] ‡c (W 100°0'0"--W 57°30'0"/N 38°40'0"--S 5°0'0").
- 255 ‡a Scale not given.
- 255 ‡a Scales differ. [*For items with multiple maps of differing scales; i.e., an atlas. Do not include coordinates if there are multiple sets of coordinates.*]

Note - If converting verbal scale to representative fraction, record the scale statement in 255 ‡a in brackets, as in the second example above.

Coordinates - record coordinates in degrees, minutes, and seconds of the sexagesimal system (360° circle) taken from the Greenwich prime meridian; precede each coordinate by W, E, N, or S, as appropriate. Separate the two sets of longitude and latitude by a diagonal slash, neither preceded nor followed by a space. Do not add coordinates if missing from the imported record unless the data is readily available.

- 255 ‡a Scale [ca. 1:16,000,000] ‡c (W 100°0'0"--W 57°30'0"/N 38°40'0"--S 5°0'0").

300 - Physical Description

‡a - *Extent*

For **maps**, use subfield ‡a for the number of physical units.

Enter the appropriate specific material designation (SMD) preceded by the number of physical units in Arabic numerals. See AACR2, rule 3.5B1, for a list of SMDs. Do **not** repeat subfield ‡a. Enter multiple number sequences in the same subfield ‡a.

- 300 ‡a 1 map
- 300 ‡a 1 atlas (269 p.)
- 300 ‡a 14 maps on 5 sheets
- 300 ‡a ca. 1,000 maps

‡b - *Other Physical Description*

For **maps**, use subfield ‡b for the number of maps in an atlas, color characteristics, composition of material and mounting.

Do **not** repeat subfield ‡b. Enter multiple illustration statements in the same subfield ‡b.

- 300 ‡a 1 atlas (207 p.) : ‡b 100 col. maps (some folded)
- 300 ‡a 1 map : ‡b col.

- 300 ‡a 1 map : ‡b col., mounted on silk
- 300 ‡a 3 maps : ‡b 2 col., plastic
- 300 ‡a 120 maps : ‡b some col.

‡c – *Dimensions*

For **maps**, use subfield ‡c for the size (e.g., height; height, width and depth or diameter) of the item.

Do **not** repeat subfield ‡c. Enter multiple size statements in the same subfield ‡c. Enter a space on each side of the multiplication sign (x) that separates height and width.

Measure both the size of the map, measured by the neat lines (which enclose the details of the map) and the size of the whole sheet on which the map is printed. See CM 5D1 for further details and examples (e.g., when the map details go beyond the neat lines). If the map is folded, give the folded dimensions.

- 300 ‡a 1 map : ‡b both sides ; ‡c 34 x 72 cm, on sheet 46 x 43 cm.
- 300 ‡a 1 map : ‡b col. ; ‡c 24 x 21 cm.
- 300 ‡a 1 map ; ‡b col. ; ‡c 200 x 354 cm, folded to 20 x 15 cm, in plastic case 24 x 20 cm.
- 300 ‡a 1 map ; ‡c 19 x 24 cm, on sheet 48 x 60 cm.
- 300 ‡a 74 maps ; ‡c 21 x 55 cm and 48 x 76 cm.

‡e – *Accompanying Material*

For **maps**, use subfield ‡e for the type of accompanying material. Enter the physical description of the accompanying material in parentheses.

Do **not** repeat subfield ‡e. Enter multiple accompanying material statements in the same subfield ‡e.

- 300 ‡a 1 map : ‡b col. ; ‡c 70 x 59 cm, folded to 12 x 16 cm + ‡e 1 v. (119 p. ; 24 cm).

500 - NOTES

In general, notes for cartographic materials are more detailed than notes for other types of resources; this is done in order to differentiate similar items. The following description of notes follows the order and formatting described in CM Chapter 7.

Nature/Scope of item -- “Shows” note

Make notes on the nature or scope of a cartographic item unless it is apparent from the rest of the description. Also make a note on unusual or unexpected features of the item.

- 500 ‡a Pictorial map.
- 500 ‡a Shows southernmost extent of the midnight sun.
- 500 ‡a Shows dioceses.
- 500 ‡a Does not show land capability.
- 500 ‡a Points of interest shown pictorially.
- 500 ‡a Covers world oceans.

Situation date

The situation date (or dates) of the information shown on the maps (e.g., statistical information, road revision, historical events, cultural features, surveys, expeditions) is recorded here when it differs from the edition date or the date of publication or manufacture. A future date or an imaginary date may also be recorded. The notes should indicate the earliest and latest dates recorded; they should also indicate, if mentioned, to which specific aspect the dates refer.

- 500 ‡a Shows the main battles of 1944-1945 (Title proper: The Asian struggle)
- 500 ‡a Based on 1961 statistics.
- 500 ‡a Roads revised 1967.
- 500 ‡a Data for 1970-1975.
- 500 ‡a Map compiled in 1975 from 1970 census data.
- 500 ‡a Includes actual data for 1977, and preliminary data for 1978

The source of information for the situation date should be taken from a date printed on the map itself, from dates deduced from information shown on the map, from accompanying material, or from any other source. Indicate if the date is approximate or uncertain.

Relief

Indicate the method of relief portrayal here.

- 500 ‡a Relief shown by hachures.
- 500 ‡a Relief shown by shading. Depths shown by soundings and isolines.
- 500 ‡a "Contour interval 20 feet."

Language

Give the language(s) of captions, etc., and text, unless this is apparent from the rest of the description. Include a corresponding 041.

- 500 ‡a Place names in Italian.
- 500 ‡a Explanatory text in English, with French summaries of each chapter.
- 500 ‡a Legend in English and Afrikaans.
- ‡a Maps and marginal information in English; equivalents in other languages for some marginal information. Canadian sheets have English and French marginal information.

Source of title proper

Make notes on the source of the title proper if it is other than the chief source of information or if considered important.

- 500 ‡a Title from container.
- 500 ‡a Panel title.
- 500 ‡a Cover title.
- 500 ‡a Title supplied by cataloger.

Variations in title

Make notes on titles borne by the item other than the title proper. This information is sometimes expressed in a 246; if the imported record contains such information in a 246, do not change to a 500 and vice versa unless important for title searching.

- 500 ‡a Title in left margin: Colton's Chicago.
- 500 ‡a Panel title: Map of Brooklyn and beyond.
- 500 ‡a Cover title: Atlas of New York City.
- 500 ‡a Running title: Hagstrom's map of Long Island.

Statements of responsibility

Make notes on variant names of persons or bodies named in statements of responsibility if these are considered to be important for identification. Give statements of responsibility not recorded in the title and statement of responsibility area. Make notes on persons or bodies connected with a work, or significant persons or bodies connected with previous editions and not already named in the description.

- 500 ‡a Engraved by John Smith.
- 500 ‡a "Ch. Smith sculp."—Cover.
- 500 ‡a Bathymetry compiled by the National Ocean Survey.
- 500 ‡a At head of title: Exxon Travel Club.
- 500 ‡a "Base map modified from Alabama Highway Department maps and field maps."

Edition and history

Make notes relating to the edition being described or to the history of the cartographic item. In citing other works and other manifestations of the same work (other than a different edition with the same title proper), give information in accordance with 7A4, or, for reference to published descriptions, use the pattern in 7B15.

- 500 ‡a First ed. Published 1950.
- 500 ‡a Copied from: ...
- 500 ‡a Based on: ...
- 500 ‡a Facsim. Of: The 52 counties of England and Wales. Sold by Robert Morton ... [et al.] in 1676.
- 500 ‡a From: Atlas élémentaire de géographie physique et politique / E. Mentelle et P.G. Chanlaire. [1798]
- 500 ‡a Differs from earlier edition by different typeface.
- 500 ‡a Previous eds. published by: ...
- 500 ‡a Reprint. Originally published: Boston : Houghton Mifflin, 1910.
- 500 ‡a Reprint or works originally published in 1871-1875.

500 ‡a Reprinted in 1974 from the original plates in the possession of the U.S.C.S.”

Mathematical and other material specific details

Give other mathematical and cartographic data additional to, or elaborating on, that given in the mathematical and other material specific details area.

500 ‡a Scale of original: ca. 1:1,300.

500 ‡a Prime meridians: Ferro and Paris.

500 ‡a “Grid based on North Carolina rectangular coordinate system.”

500 ‡a Scale is correct for distances measured to and from Toronto only.

Record a variation of orientation (north situated other than at the top of the sheet) if the variation is significant (e.g., 45 degrees or more from the top of the item.)

500 ‡a Oriented with north to the right.

If applicable, add a note giving the units of measure used on the item.

500 ‡a Graphic scale in toise de Paris.

500 ‡a Scale given in rods.

Physical description

Make notes on important physical details that are not included in the physical description area, especially if these affect the use of the item. If the item is a photoreproduction and the general term (photocopy) is used in the physical description area, give the generic name of the process, if it is likely to affect the use of the item (e.g., when it is a blueline print).

500 ‡a Irregularly shaped.

500 ‡a Blueprint.

500 ‡a Blueline print.

500 ‡a Bound in vellum.

500 ‡a Mounted map created from several segments.

500 ‡a Maps dissected and pasted onto the sides of 42 wooden blocks to form an educational game.

500 ‡a Pencil and ink and watercolour on tracing paper.

500 ‡a Has grommets in upper corners for hanging.

Accompanying material

Make notes on the location of accompanying material if appropriate. Give details of accompanying material neither mentioned in the physical description area nor given a separate description.

500 ‡a Each sheet accompanied by a sheet of geological sections.

500 ‡a Errata slips and part of illustrative matter in pocket.

500 ‡a Two folded col. maps in jacket pocket (21 x 9 cm).

500 ‡a “Devised as a companion to the Imperial Gazetteer.”

Series

Make notes on series data that cannot be given in the series area.

500 ‡a Sheets 8, 10, 12 marked: D.O.S. 30.

500 ‡a Some sheets have series designation: Direct route map.

500 ‡a Original issued in series: ...

Audience

Make a brief note of the intended audience for, or intellectual level of, and item if this information is stated in the item.

500 ‡a Intended audience: Primary schools

500 ‡a “Approved by the Ministry for Higher Education as a university textbook.”

500 ‡a Intended as an educational tool.

Give, as specifically as possible, all restrictions on access to cartographic items.

500 ‡a “For official use only.”

500 ‡a Unclassified.

500 ‡a Restricted to U.S. Government officials.

500 ‡a Permission must be obtained for viewing and copying.

500 ‡a Access restricted until 2025.

Other formats

Give the details of other formats in the which the content of the item has been issued.

500 ‡a Also issued as a set of wall charts.

500 ‡a Also issued on microfiche.

500 ‡a Also issued in 3 x 5 cm colour slide.

500 ‡a Available also through the Library of Congress Web site as a raster image.

Contents – “Includes” note

List the contents of an item, either selectively or fully, including: insets; maps, etc., printed on the verso of a map, etc., sheet; illustrations, etc. Make notes on maps, insets, etc., on the recto before those on the verso of a sheet. Give the scale of insets, etc., if it is consistent. If the insets, etc., are numerous and/or minor, make a note in general terms.

500 ‡a Includes gazetteer, glossary, and index.

500 ‡a Includes key to 140 place names.

500 ‡a Includes 7 insets.

500 ‡a On recto: ...

500 ‡a On verso: ...

500 ‡a Insets: Harrow – Wembley – Ruislip.

500 ‡a Components: Ancient Orient before the rise of the Greeks. Scale 1: 4,752,000 – Palestine about 860 B.C. Scale 1:506, 880. (Item with a collective title)

Give all information concerning the recto in a separate note before the information about the verso. Some of the more common types of contents notes are described below.

1. *Description of recto and verso.* Both *On recto* and *On verso* notes may be used to describe the elements of a sheet containing two or more maps, etc., printed on both sides of the sheet(s), when the map(s), etc., on one side is (are) being described.
2. *Description of components.* Details of components are recorded in a description of components note, or a contents note. The components may be described collectively or individually in a sequence from the left of the map to the right and from top to bottom, or in a sequential order (if so indicated on the item). Describe them as fully as desired. The description of components is always preceded by the

- work *Components* or *Contents*. Insets that are clearly insets of components may be described immediately following the component to which the inset belongs in as brief a manner as possible.
3. *Description of insets and ancillary maps.* Insets or ancillary maps be described collectively or individually in a sequence from the left of the maps sheet to the right and from top to bottom, or in a sequential order (if so indicated on the item). Describe them as fully as desired. Precede the description of insets or ancillary maps by the word *Inset(s)* or *Ancillary map(s)*. Insets that are clearly insets within insets may be described immediately following the inset to which they belong in as brief a manner as possible.
 4. *Description of illustrations, etc.* If illustrations, views, profiles, etc., are considered significant, describe them briefly. Also include information regarding text, indexes, etc., printed on the map sheet(s).
 5. *Description of printed on both sides.* If the extent in the physical description area includes maps, etc, on both sides of the sheet (i.e., *both sides* used in other physical details), there is no recto or verso to the sheet and all contents are listed together with no indications of which side of the sheet the item is on. Describe any of these elements as fully as desired.

Numbers

Give important numbers associated with the item other than ISBNs or ISSN.

- 500 ‡a “Chart no. 694.”
 500 ‡a “Plate no. 27.”
 500 ‡a Order no.: FRC M-63.
 500 ‡a “SE-2002.”

Combined notes relating to the original.

In making a note relating to an original, combine the data into a single note.

- 500 ‡a Facsim. of: A classification and subject index for cataloguing and arranging the books and pamphlets of a library. Amherst, Mass. : [s.n.], 1876. (Hartford, Conn. : Case, Lockwood & Brainard). 44 p. ; 25 cm.
- 500 ‡a Original maps produced by Surveys and Mapping Branch, Dept. of Energy, Mines and Resources between 1956 and 1987.

501 -- “WITH” NOTE

If the title and statement of responsibility area contains a title that applies to only a part of an item lacking a collective title and, therefore, more than one entry is made, make a note beginning *With:* and listing the other separately titled works in the item in the order in which they appear there.

- 501 ‡a With a separate map on the same sheet: Queen Maud Range.
501 ‡a With (on verso): Motor road map of south-east England.
501 ‡a With: Atlas de France. Paris : Desnos, 1775.
501 ‡a Issued in portfolio with 19 other facsim. maps of New Jersey. (Other 19 maps catalogued separately, with same note)
‡a Issued with: Glove compartment street atlas of Los Angeles / created and published by Gousha. San Jose, Calif. : Gousha, c1978. (One of two bibliographic works issued together in one physical volume without collective title; bound back/end over end, such as tête-bêche).
501

590 – LOCAL NOTE

Give important descriptive details of the particular copy being described. This may include any peculiarities or imperfections.

- 500 ‡a Library’s copy annotated in red ink to show land owners.
500 ‡a Library’s copy imperfect: upper left corner missing.

Add the copy number here for limited editions.

- 500 ‡a “This is no. 16 of an edition limited to 100 copies.”
500 ‡a LC has no. 140.

ACCESS POINTS

Choice of Access Points – Main entry (1xx or 245)

If a personal author (as described below) cannot be identified, enter under corporate body, if appropriate. If neither heading is applicable, enter under title. For more information about access points, see CM Appendix A. The following instructions indicate how to decide which heading should be given main entry.

1. Works of personal authorship – Entry under personal name

- a. *Definition.* A personal author is the person chiefly responsible for the creation of the intellectual or artistic content of a work.
 - b. *General rule.* Enter a work by one or more persons under the heading for the personal author, the principal personal author, or the probably personal author. In some cases of shared personal authorship and mixed personal authorship, enter under the heading for the person named first. Make added entries as instructed in CM A.6.
2. Entry under corporate body
- a. *Definition.* A corporate body is an organization or group of persons that is identified by a particular name and that acts, or may act, as an entity.
 - b. *General Rule.* Enter a work emanating from one or more corporate bodies under the heading for the appropriate corporate body if the body is responsible for more than just the publication or distribution of the item being described.

NOTE: For cartographic materials it is often true that an emanating corporate body is responsible for the intellectual content, design, and creation of the item being catalogued. However, the name of the body is not always printed prominently on an item and is not always accompanied by an explicit statement of responsibility. Where there is difficulty in determining the degree of responsibility for the cartographic item that such a corporate body may have had, consider what is known about the publication history of the body. If the corporate body is known to be a map-making organization that normally originates and issues cartographic materials, enter under the corporate body. If the principal responsibility for the production of the cartographic item is clearly attributed to a personal author, enter under the personal author with added entries for the associated corporate bodies.

3. Entry under title
- a. *General rule.* Enter a work under its title proper or, when appropriate, under uniform title if:
 - i. the personal authorship is unknown or diffuse and the work does not emanate from a corporate body
 - ii. it is a collection of works by different persons or bodies
 - iii. it emanates from a corporate body but does fall under the general rule for corporate bodies

Added entry (7xx)

Generous name access points should be made to bring out contributors such as editors, engravers, printers, cartographers, surveyors, publishers and issuing bodies. See CM A.6 for more information.

Library of Congress Subject Headings (6xx)

For items receiving full-level cataloging, subject headings are assigned according to the latest edition of LC Subject Headings and the LC Subject Cataloging Manual. Catalogers should include the following:

651 0 ‡a [Geographic name] ‡v **Maps.**

651 0 ‡a New York (N.Y.) ‡v **Maps.**

Make sure that the geographic name used in the 651 exactly matches the 151 in the corresponding authority record. For more information on using the subdivision, ‡v **Maps**, see *Subject Cataloging Manual* H1685 - Maps and Atlases.

If appropriate, add a 650 to bring out subjects represented in the item. Do not include subject headings for subjects that do not constitute at least 20% of the item's content. Make sure that when subdividing geographically, the geographic name is used exactly as in the 781 of the corresponding authority record.

650 0 ‡a **Railroads** ‡z [Geographic name] ‡v **Maps.**

650 0 ‡a Railroads ‡z **New York (State)** ‡z **New York** ‡v Maps.

For pre-1800 material, add subdivision ‡v **Early works to 1800.**

651 0 ‡a [Geographic name] ‡v **Maps** ‡v **Early works to 1800.**

Neighborhoods

When subdividing geographically in a subject string, do not subdivide below the city level. Add a separate 651 for the neighborhood represented in the item.

The following example is for a Brooklyn road map.

650 0 ‡a Roads ‡z New York (State) ‡z New York ‡v Maps.

651 0 ‡a Brooklyn (New York, N.Y.) ‡v Maps.

NOT

650 0 ‡a Roads ‡z Brooklyn (New York, N.Y.) ‡v Maps.

If confused about whether or not a subject can be used as a geographic subdivision in a subject string, check the authority record. If a subject cannot be used as a geographic subdivision in a subject string, the authority record will have a 667 that indicates this.

Cataloging Links/Resources

OCLC Bibliographic Formats and Standards

<http://www.oclc.org/bibformats/en/default.shtm>

Cataloger's Desktop (use to access AACR2, Subject Headings Manual, and LCRIs)

<http://desktop.loc.gov>

Map Cataloger's Toolbox

http://library.buffalo.edu/maps/mapresources/map_cat_tools.php

Ending Punctuation for Variable Fields

<http://www.library.yale.edu/cataloging/music/endlpunc.htm>

Ambiguous Headings (to see if a heading should be formatted as a name or as a subject)

<http://www.loc.gov/marc/ambiguous-headings.html>